

ASSIGNMENT 9

Textbook Assignment: "Postal Equipment and Supplies" chapter 12, pages 12-1 through 12-26, and "Official Mail" chapter 13, pages 13-1 through 13-18

- 9-1. What publication lists supply items available for issue to military post offices?
1. OPNAVINST 5112.6
 2. DOD Postal Supply Catalog
 3. DOD Postal Manual, volume I
 4. DOD Postal Manual, volume II
- 9-2. When unusual supply items are needed, the procurement of these supplies must be authorized by what official/activity?
1. FLTCINC and JMPA
 2. CNO
 3. Postal officer
 4. Commanding officer
- 9-3. Capital equipment is equipment that has a life expectancy under 1 year.
1. True
 2. False
- 9-4. What is the dollar amount that an item must cost to be considered as capital equipment?
1. \$1000
 2. \$2000
 3. \$3000
 4. \$4000
- 9-5. What PS Form is use to account for capital and sensitive equipment?
1. PS Form 1000
 2. PS Form 1496
 3. PS Form 1590
 4. PS Form 1598
- 9-6. The commanding officer or postal officer, as appropriate, will ensure that the custody and/or control of USPS accountable equipment is entrusted to which of the following individuals?
1. COPE
 2. MPO supervisor
 3. Chief in charge
 4. Postal Clerk first class
- 9-7. What PS Form is use to requisition capital and sensitive equipment?
1. PS Form 1590
 2. PS Form 1586
 3. PS Form 7381
 4. PS Form 8799
- 9-8. Which of the following individuals is responsible for the control and maintenance of USPS accountable items issued to a military post office by the accountable postmaster?
1. The commanding officer
 2. The custodian of postal effects
 3. The postal officer
 4. The designated supply
- 9-9. To operate efficiently, shore post offices should maintain (a) at least what level but (b) not more than what level of expendable supplies aboard?
1. (a) 5 months; (b) 7 months
 2. (a) 6 months; (b) 8 months
 3. (a) 3 months; (b) 5 months
 4. (a) 4 months; (b) 6 months

- 9-10. Issuing postal supplies are the responsibility of what individual?
1. COPE
 2. Postal officer
 3. Registered clerk
 4. Postal supply clerk
- 9-11. A requisition for expendable supplies should be completed on what PS form?
1. PS Form 7380
 2. PS Form 4686-A
 3. PS Form 1536
 4. PS Form 1567
- 9-12. Requisitions are numbered consecutively beginning with 1 on 1 October each year.
1. True
 2. False
- 9-13. Which of the following statements best describes the purpose of a FEDSTRIP?
1. A code to establish a supply account at postal supply centers for your MPO
 2. A code to establish a line of credit. at the supply center
 3. A code to establish a line of credit for supply items at the JMPA-ATL
 4. A code to establish a line of credit
- 9-14. What is the purpose of TTOES?
1. Speed up order process
 2. Provide immediate feedback
 3. Reduce keypunch errors
 4. All of the above
- 9-15. All users are required to register before using the TTOES system.
1. True
 2. False
- 9-16. PS Formx DDD is used to order what items?
1. Express mail envelope
 2. Priority mail envelope
 3. Global mail supply items
 4. All of the above
- 9-17. Emergency requisitions should be submitted by electrical message and in the same format as what PS Form?
1. PS Form 1586
 2. PS Form 1590
 3. PS Form 4686-A
 4. PS Form 7380
- 9-18. MDC will normally field requisitions within what time period after receipt of a requisition?
1. 24 hours
 2. 48 hours
 3. 3 days
 4. 7 days
- 9-19. Supply clerks monitor supplies using what PS Form?
1. PS Form 1586
 2. PS Form 1590
 3. PS Form 7380
 4. PS Form 7381
- 9-20. Special order rubber stamps should be ordered on PS Form 1586.
1. True
 2. False
- 9-21. Which of the following PS Form is used to requisition preprinted facing slips or labels?
1. PS Form 1578-A
 2. PS Form 1578-B
 3. PS Form 4686-A
 4. PS Form 7380

- 9-22. When accountable equipment is no longer needed at an operational MPO, what activity should be notified by message?
1. JMPA-ATL only
 2. JMPA-PAC only
 3. The serving JMPA for coordination with USPS
 4. MPSA
- 9-23. Who should you report non-capital and non-sensitive equipment in excess stock to?
1. JMPA
 2. MPSA
 3. USPS
 4. FLTCINC postal officer
- 9-24. Originally, how are USPS publications distributed to MPOs?
1. Submit a naval message to MPSA
 2. They are automatically distributed to all active MPOs
 3. The postal officer must request all publications via telephone
 4. The postal assistance advisors deliver the publications to all MPOs when issued
- 9-25. Who writes DOD postal publications?
1. MPSA
 2. JMPA
 3. USPS
 4. TYCOM
- 9-26. DOD postal publications are reissued by the Navy Department as what type of instructions?
1. OPNAV instructions
 2. DOD instructions
 3. JMPA instructions
 4. COMNAVDAC instructions
- 9-27. Official mail is any letter, publication, parcel or other mailable item relating exclusively to the business of the U.S Government.
1. True
 2. False
- 9-28. What is the overall goal of the NOMCCP?
1. Reduce insured mail cost
 2. Reduce registered mail cost
 3. Reduce official mail cost
 4. Reduce certified mail cost
- 9-29. What instructions provides the necessary guidelines for Navy commands to establish official mail cost control program?
1. DOD 4525.8-M
 2. OPNAVINST 5218.7
 3. Both 1 and 2
 4. POM
- 9-30. What is the purpose of the OMCCP program?
1. To ensure official mail is prepared and processed efficiently
 2. Processed in a timely manner
 3. Save money
 4. All of the above
- 9-31. Who appoints your command OMM?
1. Commanding officer
 2. Executive officer
 3. Admin officer
 4. COPE
- 9-32. OMMs must be what paygrade?
1. LTJG
 2. ENS
 3. Chief Petty Officer or GS-7
 4. All of the above

- 9-33. Official mail must conform to what criteria for the class of mail being used?
1. Weight
 2. Sized
 3. Shape
 4. All of the above
- 9-34. A returned address is not required for official mail.
1. True
 2. False
- 9-35. Which of the following is not authorized to be sent official registered mail?
1. Government own fire arm
 2. Service records
 3. Cash
 4. Library books
- 9-36. MOM service is not available on articles mailed in and addressed for delivery in the United States.
1. True
 2. False
- 9-37. Shore activities without a back up postage meter may maintain what number of day's backup supply of postage stamps?
1. 5
 2. 7
 3. 10
 4. 30
- 9-38. Deployable units may maintain what number of days backup supply of postage stamps when deployed in a area without metering equipment?
1. 7
 2. 10
 3. 30
 4. 90
- 9-39. Small volume mailers for official mail must not exceed what number of day's supply of postage stamps?
1. 30
 2. 60
 3. 90
 4. 120
- 9-40. Once postage stamps are received from the serving post office they should be logged on what PS Form?
1. PS Form 3295
 2. PS Form 5218/2
 3. PS Form 6701
 4. PS Form 8909
- 9-41. Audit of official mail stamps should be audited how often?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 9-42. What total number of auditors must audit the official mail stamp account?
1. One
 2. Two
 3. Three
 4. Four
- 9-43. What form is used to audit the official mail account?
1. PS Form 3295
 2. PS Form 2259
 3. MPO 6019
 4. NAVSUP Form 5218/2
- 9-44. How long should the official mail audit form remain on file?
1. 1 year
 2. 2 years
 3. 3 years
 4. 4 years

- 9-45. Commands who desire to use computer-generated postage must obtain a meter license from what organization?
1. JMPA
 2. MPSA
 3. UPS
 4. USPS
- 9-46. Component headquarters, MACOMs, and intermediate commands must conduct internal OMM inspections how often?
1. Monthly
 2. Quarterly
 3. Semi-annually
 4. Annually
- 9-47. You can process claims against USPS for indemnity on official mail items.
1. True
 2. False
- 9-48. What is the most commonly cause for loss and damage in the mail system?
1. Inadequate packaging
 2. Inexperience postal clerk
 3. Wrong address
 4. Not properly labeled
- 9-49. Official mail must not be deposited in collection boxes.
1. True
 2. False
- 9-50. Official mail bearing postage must be dispatched separated from regular mail.
1. True
 2. False